Administration for Children and Families

Office of Planning, Research and Evaluation

Early Care and Education Research Scholars: Child Care Research Scholars
HHS-2014-ACF-OPRE-YE-0775
Application Due Date: 06/01/2016

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Department of Health & Human Services
Administration for Children and Families

Program Office:	Office of Planning, Research and Evaluation
Funding Opportunity Title:	Early Care and Education Research Scholars: Child Care Research Scholars
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Funding Opportunity Number:	HHS-2014-ACF-OPRE-YE-0775
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Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in** *Section IV.2. Content and Form of Application Submission***. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** http://www.acf.hhs.gov/grants/howto.

PLEASE NOTE: The application due date for the FY 2016 competition has been revised to 06/01/2016.

Funds for Child Care Research Scholars grants are available to support dissertation research on child care policy issues. These grants are meant to focus research on questions that have direct implications for child care policy decision-making and program administration, and to foster mentoring relationships between faculty members and high-quality doctoral students. Awards are dependent upon the availability of funds and the interest of the federal government.

I. Program Description

Statutory Authority

The Child Care Research Scholars is funded generally under the authority of the Child Care and Development Block Grant Act of 1990, as amended, 42 U.S.C. § 9858 et seq., and specifically by the Consolidated Appropriations Act, 2016, (Pub.L. 114-113).

Description

A. Background

The Child Care and Development Block Grant (CCDBG) is a $5.3 billion block grant program that provides funding to States, Territories, and Tribes to provide access to child care services for low-income families. The CCDBG Act of 2014 (P.L. 113-186) was signed into law November 19, 2014 and reauthorizes the CCDF program for the first time since 1996. The CCDBG Act of 2014 renews authority for CCDF through FY 2020 and represents an historic re-envisioning of the program with increased focus on balancing dual purposes: promoting economic self-sufficiency for low income families while supporting healthy development and school readiness for children.

The CCDBG Act of 2014 is designed to meet the dual program purposes with increased focus on the delivery of high quality services and on child development through the following expanded goals: (1) to allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within that State; (2) to promote parental choice to empower working parents to make their own decisions regarding the child care services that best suits their family's needs; (3) to encourage States to provide consumer education information to help parents make informed choices about child care *services and to promote involvement by parents and family members in the development of their children in child care settings;* (4) to assist States *in delivering high-quality, coordinated early childhood care and education services to maximize parents' options and support* parents trying to achieve independence from public assistance; (5) to assist States *in improving the overall quality of child care services and programs by* implementing the health, safety, licensing, *training, and oversight* standards established in this subchapter and in State law (including State regulations); *(6) to improve child care and development of participating children; and (7) to increase the number and percentage of low-income children in high-quality child care settings.*

OCC has also invested significant resources in research and evaluation to identify effective policies and practices. Since 2000, Congress has appropriated about $10 million per year of CCDF discretionary funds to be used for child care research and evaluation. These funds have supported a variety of projects that add to our knowledge in the areas of child care policy and practice. For example, projects have advanced our understanding of the efficacy of child care subsidy policies in supporting employment and self-sufficiency outcomes for parents. Past projects have also contributed to knowledge regarding the validity and efficacy of various quality improvement initiatives in supporting the qualifications of providers and promoting positive learning and school readiness outcomes for children. Previously funded Child Care Research Scholars have made significant contributions to the child care policy research field. To learn about previously funded Child Care Research Scholars projects, please visit http ://www.acf.hhs.gov/programs/ opre/research/project/child-care-research-scholars-0.

To ensure that research is responsive to both the changing needs of low-income families and children, and to questions of interest to OCC, grantees are encouraged to: (1) develop projects that clearly link to CCDF program goals and address one or more of the topics highlighted below, and (2) consult with state or local CCDF administrators in the design and implementation of their projects. Partnerships between the graduate student, his/her mentor, and CCDF agencies are especially significant. These partnerships ensure the research will be policy-relevant and help to foster the skills necessary to successfully contribute to both the

policy and scientific communities. For CCDF state agency contact information and links to state CCDF administration websites, please visit   http://www.acf.hhs.gov/ programs/ occ /resource/ccdf-grantee-state-and-territory-contacts. To learn more about state-level policies, please visit *Research Connections* State Data Tools online at http://www.researchconnections .org/content/childcare/find/datatools-01.html.To learn more about how state-level policies and concerns fit within the broader national context, please visit OCC's website at http://www.acf .hhs.gov/ programs/occ/ resource-library. In particular, the Child Care and Development Fund Reports to Congress provide background information, summarize data regarding children and families served and types of care utilized, and highlight recent initiatives and research. You can find the Reports to Congress online at http://www.acf.hhs.gov/ programs /occ/resource/ reports-to-congress.

The specific goals of the Child Care Research Scholar grants are:

1. *To directly support graduate students' engagement in child care policy research.* Along with supporting the students' training and professional development as researchers, these grants contribute to the knowledge base about best approaches to delivering services to diverse, low-income families and their children. Students are expected to become autonomous researchers with specialized knowledge of child care policy issues.
2. *To foster mentoring relationships between faculty members and graduate students who are pursuing doctoral-level research in the child care field*. Each student will work in partnership with a faculty mentor to foster the skills necessary to build a graduate student's career trajectory. Within this mentoring relationship, scholars are expected to become independent researchers with the skills necessary to address critical child care issues with a high level of technical quality.
3. *To encourage active communication, networking, and collaboration among graduate students, their mentors, and other senior child care researchers.* Students are encouraged to connect with senior researchers whose research interests overlap with their projects. In order to facilitate connections among researchers interested in child care policy issues, the Administration for Children and Families (ACF)/Office of Planning, Research and Evaluation (OPRE) also supports the Child Care Policy Research Consortium (CCPRC). This group of researchers and policymakers actively shapes the agenda for the annual CCPRC meeting. The goals of this meeting are to present and foster new research, which is directly in line with current research priorities of OCC and OPRE. All child care research grantees funded by ACF/OPRE are invited to be members of CCPRC.
4. *To encourage active communication, networking, and collaboration among graduate students, their mentors, and policymakers.* These grants aim to foster connections between researchers, policymakers, and other professionals across a variety of child care roles (e.g., child care subsidy administrators, child care resource and referral staff, child care program directors and staff). Even when projects involve community-level or administrative data, or directly respond to an immediate concern of a child care subsidy administrator, students are encouraged to consult with an additional mentor in the child care field in order to gain a more comprehensive understanding of child care policies and practices.

Research topics that are of particular interest for this year's Child Care Research

Scholar grants include (but are not limited to):

1. Understanding the child care needs of diverse low-income families and/or improving child care programs and policies for various subpopulations, including:

    a. families receiving Temporary Assistance for Needy Families (TANF) benefits, families who have transitioned off the TANF program, low-income working families at risk of needing TANF benefits;

    b. language, ethnic, and racial minority families and children, including dual language learners and American Indian / Alaska Native families and children;

    c. immigrant families and children, including refugees and victims of trafficking;

    d. families with children with special needs or disabilities;

    e. families and children in contact with the child welfare system, especially abused and/or neglected children and foster children;

    f. homeless children and families;

    g. children of workers employed in agricultural and seasonal industries (e.g., projects examining the special issues related to instability of care or changes in early care and education (ECE) participation due to migrant and/or seasonal employment);

    h. military families;

    i. families with infants, toddlers, and school-age children;

    j. grandparent-headed families; and

    k. families and children living in rural United States.

2. The effects of alternative state/territory/tribal- and local-level child care subsidy policies and practices on children and families served (e.g., access to subsidies, the accessibility and quality of care, parental employment and self-sufficiency, children's school readiness, continuity of care and subsidy receipt);

3. Issues related to tribal child care, including maintaining culture, language, and traditions through intergenerational approaches to child care and intergenerational approaches that utilize older adult volunteers;

4. Features of child care that are most critical to support children's development and family well-being;

5. Factors that play a role in parents' decisions about work, child care, and subsidy access;

6. Identification and examination of family-level processes that might be influenced by child care or child care subsidy use or might moderate the relationships between care and children's development;

7. Identification and examination of context-level factors that influence availability of and access to quality child care in rural United States, and solutions that might moderate the relationship between context and children's development in rural U.S.;

8. Issues related to the participation of various cultural, linguistic, and ethnic minority groups in different types of early care and education programs, and how these types of care/programs

meet the needs of children and their families in these groups;

9. Cost-effective investments (e.g., professional development interventions, child care environment improvement strategies, service coordination models) to improve child care quality in all settings;

10. Impact of changes in the early child care sector (e.g., unionization of workforce, expansion of universal preK) on the delivery and quality of child care and access to high-quality care by low-income, at-risk families;

11. Issues and outcomes related to early childhood workforce development, including in-depth examination of promising training programs or other interventions to support caregivers in all settings, examination of promising new technologies to deliver caregiver education and training, efforts to improve data about caregivers, local and state-level strategies for the professional development of caregivers, evaluation of different early childhood credentialing and educational models and their associations with care, and comparison of benefits, compensation, and other efforts to reduce turnover;

12. Factors promoting or hindering collaboration among child care providers and other early childhood systems;

13. Issues related to the participation of home-based providers in professional development initiatives and other systemic approaches to improve quality of care received by low-income children (e.g., Quality Rating and Improvement Systems (QRIS));

14. Development and/or validation of measures/instruments to assess the characteristics of care or the needs of caregivers, especially home-based providers; and

15. Issues related to child care licensing, including improvement in state licensing standards, policies promoting the licensing of diverse programs, monitoring and enforcement of licensing, and CCDF health and safety requirements for unlicensed providers.

16. Effectiveness of monitoring systems in the context of licensing, QRIS ratings, and other benchmarking or accountability systems in the state.

We encourage applicants to go beyond simply recording linguistic, ethnic, and racial categories. Instead, we encourage applicants to thoroughly examine how these groupings intersect with important cultural dynamics (e.g., social position, immigration status, family practices, parental goals for socialization).

Reflecting what we know about the important impact of the early years on long term health and education, ACF has expanded services and attention to young children and their families as we work to promote quality. In addition, ACF has established a more integrated focal point for early childhood at the federal level. ACF's Office of the Deputy Assistant Secretary for Early Childhood Development provides coordination across the Office of Head Start (OHS) and OCC, as well as works with the Health and Resource Services Administration's (HRSA) Maternal and Child Health Bureau to administer and coordinate the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program at ACF. These grants are intended to support research projects focused on child care policy issues, but projects may have uses for Head Start and applicants are encouraged to consider these. To learn more about related policies and programs in federal agencies, please visit ACF's website for a list of key federal agencies associated with Early Childhood Development Interagency Coordination

efforts at http://www.acf.hhs.gov/programs/ecd

B. Project Requirements

1. *Consultation/Collaboration with Policymakers and/or Program Administrators.* Applicants for Child Care Research Scholars grants are most likely to succeed if they address issues of significance related to CCDF services and programs; develop research projects with direct implications for policy decisions and solutions, particularly for underserved / understudied populations; and utilize the most rigorous research methodology to answer the selected research question(s). The link(s) between the research topic and the CCDF program goals should be clearly stated and demonstrated in the application. We intend to support projects that improve our capacity to respond to questions of immediate concern to policymakers, particularly those of CCDF administrators. **Applicants must consult with a CCDF administrator/agency in the development of the proposal** (for CCDF program office contact list, please visit http://www.acf.hhs.gov/ programs/occ/resource/ ccdf-grantee -state-and-territory-contacts). Applicants proposing research that also involves Head Start programs should demonstrate links to Head Start program goals and adequate consultation/collaboration with Head Start program partners. Collaborations with programs should be evident in the research proposal, and at a minimum, in signed letters of support from the participating child care, Head Start or Early Head Start program(s), and if applicable, from the Head Start or Early Head Start Policy Council(s).

2. *Research Dissemination.* In order to facilitate communication and dissemination between researchers, policymakers, and program administrators, grantees are required to participate in the following activities:

   a. *Conferences and Meetings.* For each year of the award, participation in two conferences is mandatory. The first conference is the Annual Meeting of the Child Care Policy Research Consortium (historically held in the fall) in Washington, DC. Additionally, participation in one other of the following is required: (1) The second meeting will be the Head Start Research Conference (in alternating years, historically held in the summer); or (2) in an off-year, a professional society meeting that corresponds with the applicant's profession/area of expertise. The applicant's proposed budget should reflect funds to cover travel, lodging, and other costs for the scholar and mentor for the two conferences per budget period, including 3 days lodging and expenses for each meeting. Participation in the scholars' grantee meeting (historically held in the fall) is also mandatory. In previous years, this meeting has been scheduled to coincide with the Annual Meeting of the Child Care Policy Research Consortium. Participants should budget 2 days of lodging and expenses for this meeting. However, if the faculty mentor will utilize another source of travel funds, such arrangements are encouraged and should be clearly noted in the application.

   b. *Research Briefs and Briefings.* **The scholar is expected to prepare a 1-2 page brief describing the objectives, hypotheses, and/or findings (when available), and the potential practice or policy implications of their research projects twice during the award, at the beginning and end of the project period.** At the beginning of the project period, OPRE will provide grantees with guidance to support the development of the research briefs. Examples of research briefs can be found on the OPRE/ACF website at http://www.acf.hhs.gov/programs/ opre/resource-library/ search?area=2758. In

addition, the grantee may be asked to present at research briefings in Washington, DC. Work plans/timelines included in the application should reflect time and effort for preparation of research briefs during the course of the project. (The budget need not reflect travel funds for possible briefing(s) in Washington, DC.)

c. *Archiving and Publishing.* **The scholar must agree to archive his/her approved dissertation, final datasets, reports, and other research products with Child Care and Early Education** *Research Connections***.** For more information on *Research Connections* and social science data preparation and archiving, please visit http://resea rchconnections.org/ content/childcare/ find/contribute.html.

3. *Accredited Higher Institution.* The applicant must attend an institution of higher education that is accredited (accreditation information can be found at http://ope.ed.gov/accreditation/ search.aspx).

4. *Principal Investigator/Faculty Mentor.* The principal investigator/faculty mentor must have a Ph.D. or equivalent in the respective field, conduct research as a primary professional responsibility, and have published or have been accepted for publication in major peer-reviewed research journals as a first or second author. The principal investigator/faculty mentor must regularly monitor the student's work.

5. *Approved Dissertation Proposal.* Ideally, the graduate student should have an approved dissertation proposal by the due date of the grant application. If, however, the student does not have an approved dissertation proposal at the time of the application, the student must have approval prior to the award date of August 30, 2014. Additionally, if the proposal had not been approved at the time of the application the scope and the research cannot change substantially from what was proposed in the application.

C. Definitions

Applicant: Institutions of higher education, as defined in *Section III.1*, acting on behalf of doctoral-level graduate students.

Budget Period: The 12-month period of time for which funds are made available to a particular grantee (i.e. the first budget period would begin September 30, 2016, and end September 29, 2017).

Principal Investigator: The faculty mentor of the doctoral-level graduate student serves as the Principal Investigator of the grant.

Project Period: The total length of the proposed project, which is up to 24 months. For a 1-year proposed project, the project period would start September 30, 2016, and end September 29, 2017. For a 2-year proposed project, the project period would start September 30, 2016, and end September 29, 2018.

D. Questions Regarding Applications

For questions regarding this funding opportunity and/or the application process, please call (877) 350-5913, or direct inquiries via email to: OPRE Child Care Research Scholars Grant Review at ChildCareScholars@icfi.com.

E. Transferability

Grants awarded as a result of this competition are not transferable to another graduate student.

Grants awarded as a result of this competition are not transferable to another institution without prior approval from ACF. In addition, grant funds may not be used to support project activities outside of the scope of the proposal of the awarded project without prior approval by ACF.

F. Sharing of Awards

The awards are for support of an individual graduate student researcher. Awards cannot be divided among two or more students (i.e., no co-investigators).

G. Indirect Costs

If the applicant institution voluntarily relinquishes their indirect costs, or chooses to apply off-campus research rates, an authorized representative of the institution must submit a written acknowledgement that the indirect costs are being relinquished or a lower rate is being used. This voluntary decision to relinquish indirect costs, or to apply off-campus research rates, will not impact eligibility to submit an application and will not be a factor in objective review.

II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	$150,000
Expected Number of Awards:	6
Award Ceiling:	$25,000 Per Budget Period
Award Floor:	$25,000 Per Budget Period
Average Projected Award Amount:	$25,000 Per Budget Period
Anticipated Project Start Date:	09/30/2016

Length of Project Periods:

Length of Project Period:	24-month project with two 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets

and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Applicants conducting high-quality research, including research that involves primary data collection or secondary data analysis, may apply for project periods up to 24 months with two 12-month budget periods. Applicants proposing 24-month project periods will be awarded up to $25,000 for the first 12-month budget period and up to $25,000 for the second 12-month budget period, for a total not exceeding $50,000 for the entire 24-month project period.

Initial awards will be made for the first 12-month budget period. For 24-month projects, non-competing continuation awards for the second 12-month budget period will be subject to the availability of funds, satisfactory progress by the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

The 24-month project period should be noted in Item 17 on the Standard Form (SF) 424 and the need for a 24-month project period should be identified in the project narrative and budget and budget justification. The applicants proposing 24-month projects will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period.

Indirect Costs

Indirect costs are included in the Award Ceiling and are taken into consideration under the Award Ceiling disqualification factor.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is limited to **accredited** public, state-controlled, and private institutions of higher education *acting on behalf of doctoral-level graduate students.* To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council for Higher Education Accreditation.

Justification for limiting the competition to accredited public, private, and state-controlled universities and institutions of higher education is based on the following rationale: accredited universities and institutions of higher education provide the infrastructure to support doctoral-level student researchers.

Eligible accredited institutions of higher education also include:

(a) Faith-based institutions of higher education (See ACF's Policy on Grants to Faith-Based Organizations at: http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.);

(b) Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College

Assistance Act of 1978, (25 U.S.C. § 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Pub.L. 95-471, Title II (25 U.S.C. § 640a);

(c) Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended; and

(d) Hispanic Serving Institutions (HSIs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1101a(a)(5), and that are institutions who satisfy Section 502(a)(5) of the Higher Education Act of 1965, as amended.

Additional Eligibility Information

Eligbility is also limited to faculty mentors who have a Ph.D. or equivalent in the respective field and conduct research as a primary professional responsibility. Faculty mentors with doctoral training and research expertise will be able to provide proper supervision and quality control over the research project to help ensure a quality end product.

Eligible U.S. institutions may apply on behalf of their own university faculty who will serve as a mentor and Principal Investigator for an international non-U.S. citizen who is an advanced graduate student enrolled in their program.

See *Section IV.2. Project Description, Additional Eligibility Documentation*.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other

than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Missing the Application Deadlines (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will

be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Office of Planning, Research and Evaluation
Child Care Research Scholars Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: 1-877-350-5913
Fax: (703) 934-3740
Email: ChildCareScholars@icfi.com

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also

available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
Available at the Grants.gov Forms Repository website at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

1. Each application may include only one proposed project.

2. Page Limits and Numbering. Applicants must limit their *entire* application to 100 pages. Pages submitted beyond the first 100 in the application will be removed prior to panel review.

   A. Only Standard Federal Forms (SF) and OMB-approved forms are not included in this limitation.

   B. File 1: The recommended page limit for File 1 is 50 pages. Applicants must number the pages of File 1 beginning with the Table of Contents. Note: References may be single-spaced. Applicants are strongly advised to use headings and subheadings that correspond to the required information, found in *Section IV.2 Project Description* and *Budget and Budget Justification*, the evaluation criteria, found in *Section V.1. Criteria*, and required proposal sections. **Applicants**

are further advised to include all required forms and materials. See additional instructions later in this Section (under *The Project Description*) for details on preparing the full project description. File 1 must include: .

1. **Table of Contents**

2. **Project Summary/Abstract** (must be single-spaced)

3. **Project Description/Narrative Statement:** The project description/narrative statement should be carefully developed in accordance with ACF's research goals and agenda as described in *Section I. Funding Opportunity Description* and incorporate information related to the criteria that will be used to evaluate the applications as described in *Section V.I Criteria*. **Sections must be carefully labeled to ease reviewers' identification of information relevant to the review criteria. It is strongly encouraged that the project description/narrative statement be organized according to the sections presented here.** Additional headers and subheaders may also be used to organize the content of each section. References must be included in this section, not in the appendices.

   (a) Background, Significance and Objectives

   (b) Research Design and Methodology

   (c) Dissemination, Management, and Collaborative Partner Plan

   (d) References

C. File 2: The recommended page limit for File 2 is 50 pages. Applicants may have **only one** appendix file, which may contain multiple appendices.

1. Letter of Support from Faculty Mentor: As Principal Investigator, the graduate student's faculty mentor must submit a letter of support stating that he/she approves the application and describing how he/she will regularly monitor the student's work. In addition, the letter must verify: (a) the student's status in the doctoral program, (b) that the grant will be used to fund the student's dissertation research, and (c) that the student is within 2 years or less of completing his/her dissertation.

2. Curriculum Vitae for Student.

3. Curriculum Vitae for the Principal Investigator/Faculty Mentor documenting that he/she has a Ph.D. or equivalent in the respective field, conducts research as a primary professional responsibility, and has published or has been accepted for publication in major peer-reviewed research journals as a first or second author.

3. Official Transcript Reflecting Completed Graduate Courses and Status in the Doctoral Program.

4. Documentation of Approved Doctoral Dissertation Proposal. (See Section IV.2. Project Description, Additional Eligibility Requirements)

5. Additional Letters of Support, **as appropriate,** from the CCDF State

Administrator or relevant personnel from state or local agencies OR from Head Start or Early Head Start program(s). (See *Section IV.2. Project Description, Additional Eligibility Documentation*)

6. Proof of Non-profit Status, if applicable (see information later in this section under *The Project Description, Legal Status of Applicant Entity)*.

3. Writing Style. The proposal should be consistent with the format and style guidelines of the current *Publication Manual of the American Psychological Association.* The research should comply with the "Ethical Standards" detailed in the *Ethical Principles of Psychologists and Code of Conduct* (APA, 2002).

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned

documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility", which is listed under the topic "Find Answers Online." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may

make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review.See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances,and certifications are available at Grants.gov http://www.grants.gov/web/grants/forms/sf-424-family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424A - Budget Information - Non-Construction Programs and	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the	Required for all applications when applying for a non-construction project. By signing

SF-424B - Assurances - Non- Construction Programs	Forms must be submitted by the application due date.	project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Mandatory Grant Disclosure	Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management	Mandatory Disclosures, 45 CFR 75.113

	Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201 **And** U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201	
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http:// www.hhs.gov / ohrp/ assurances/ forms/index.html. General information about the HHS Protection of Human Subjects regulations can be obtained at http ://www. hhs.gov/ ohrp/ . Applicants may also contact OHRP by email (ohrp@csophs .dhhs .gov) or by phone (240-453-6900).
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.	A DUNS number and SAM registration are eligibility requirements for all applicants. See *Section IV.3. Unique Entity Identifier and System for*

	SAM registration is available at http://www.sam.gov.	*Award Management (SAM)* for more information.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.

Key Contact Form: Use the form to identify the applicant and the the principal investigator/faculty mentor.

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly

pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.
Submit the Letter of Intent to the following address:

OPRE Review Team: Child Care Research Scholars Grant Review Team

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Email: childcarescholars@icfi.com

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title

- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

A. **Background, Significance, and Objectives.** The applicant must demonstrate their understanding of the relevant literature on critical issues and existing knowledge, describe their objective, and demonstrate their understanding of the overall significance of the proposal. Applicants must be sure to demonstrate how their proposal will address issues of significance related to the CCDF program, as well as how it addresses key gaps in the CCDF field. Applicants are expected to connect their research proposal to critical public policy questions, as well as to try to help policymakers. Applicants must incorporate the following information:

1. *A thorough literature review, justifying the proposed study and the outcomes of interest.* The applicant must briefly discuss previous studies that have been conducted related to the proposed study, as well as identify gaps in the literature. The literature review must provide a sound justification for the proposed study. The applicant must be sure to cite relevant, current literature related to this topic, using the most recent version of the *Publication Manual of the American Psychological Association*.

2. *The project study's theoretical framework.* The applicant must discuss the underlying theoretical framework of the study and how this relates to the project goals and research questions.

3. *Specific research questions of interest:* The applicant must list the research questions, as well as discuss how they relate to CCDF program goals and critical issues in the child care field.

4. *Hypothesized results:* The applicant must use findings from the current literature to justify hypothesized results.

5. *Significance and implications of the research:* The applicant must describe the proposed project's significance and implications for policymakers, program administrators, and/or early childhood care and education settings, as well as how the research project extends our current understanding of the problem/phenomena. The applicant should try to address the following questions: How will the results apply to future program and policy decisions? How will results inform CCDF program goals, such as improving child care subsidies as a work support for low-income families or improving the quality of child care for low-income working families? How will the expected results apply to the populations/communities identified in your research questions?

B. Research Design and Methodology

1. *Method and research design.* The applicant should clearly define the study population, expected sample size, how the data will be collected, consent issues, as well as confidentiality of both the participants' responses and the data.

2. *Measures.* The applicant should specify the specific measures that will be utilized in the study, as well as the psychometric properties of each measure.

3. *Data analysis plan.* The proposed data analytic plan must be described, as well as a brief justification for how the data analytic plan is appropriate for the research questions.

C. Management and Collaborative Partner Plan. The applicant must outline and describe several plans related to how the applicant and faculty mentor will work together to execute the proposed project, as well as how the applicant will collaborate with other CCDF agencies.

1. *Management plan.* The applicant must outline a strong management plan that describes a sound, workable plan of action for how the proposed project will be carried out. This section must describe how the faculty mentor and student will maintain quality control over the implementation and ongoing operations for the study. This plan should also outline how the faculty mentor will oversee and mentor the applicant. This section must include information related to how often mentoring meetings will occur. A detailed timeline must also be included, outlining milestones for completion of the various project tasks. The timeline must include when the expected completion of the research project will occur, as well as when the findings will be disseminated to a wider audience, such as at conferences or through documenting findings in *Research Connections*.

2. *Collaborative partner plan.* This applicant must describe how CCDF agencies or administrators have been consulted, collaborated, or partnered with to help develop or refine research questions and project design. The applicant must also outline how the

applicant plans to consult and/or collaborate with a CCDF agency or administrator during various stages of project development. In particular, the applicant must describe how program partners will be consulted regarding initial project findings and the overall interpretation of findings.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

1. *Documentation of Approved Doctoral Dissertation Proposal.* The graduate student is expected to have an approved dissertation proposal by the due date for the grant application. Evidence of this approval should be submitted with the proposal. Sufficient proof would include a departmental form signed by committee members or another departmental administrator attesting to the fact that the student's dissertation proposal has been approved. Alternatively, a form or letter describing some other process that is equivalent to establishing this doctoral status would suffice. If the student does not have an approved dissertation proposal (or have this status) at the time of application, the application should include a statement of assurance that the proposed research plan will be approved prior to September 30, 2016 (i.e., when the funding for this program would begin). Please refer to the information above regarding what should be included in the letter of support from the student's faculty mentor. In sum, if ACF does approve the application for an award, the award will depend on written confirmation prior to an award that: (a) the dissertation proposal/plan has been officially approved by the university/department, and (b) if the proposal had not been approved at the time of the application, that the scope and approach of the research has not changed substantively from what was proposed in the application.

2. *Letters of Support,* **as appropriate,** *from the CCDF State Administrator or relevant personnel from state or local agencies OR from Head Start or Early Head Start program(s).* If the research project involves data collection within a child care setting, the graduate student must have established a collaborative partnership with the program(s). The

establishment of a collaborative partnership is required if the applicant is proposing research that also involves Head Start programs. This partnership should be evident in the research proposal, and at a minimum, in signed letters of support from the participating child care, Head Start or Early Head Start program(s), and if applicable, from the Head Start or Early Head Start Policy Council(s).

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Curricula Vitae (CV);
- College transcripts for graduate student research fellows;

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other

similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The applicant must incorporate the following in the budget justification:

1. Expenses directly related to the student's dissertation research, which may include personnel costs/salary, travel, and other directly related expenses.

2. Expenses related to travel for the applicant to attend the required conferences and meetings outlined in *Section I. B.*

3. If necessary, expenses to enable the mentor to participate in the required conferences meetings in Washington, DC, should be included.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

> 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

> 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.   As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for

proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
Additional guidance on the submission of electronic applications can be found at http:// www.grants.gov /web /grants /applicants /apply- for- grants.html.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email**: Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation** –OR– **Rejection with Errors Email**: Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms,

certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these

requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent: **04/15/2016**

Due Dates for Applications

Due Date for Applications: **06/01/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in

the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail
Office of Planning, Research and Evaluation
Child Care Research Scholars Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Hand Delivery
Office of Planning, Research and Evaluation
Child Care Research Scholars Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Application components should be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

BACKGROUND, SIGNIFICANCE AND OBJECTIVES	Maximum Points:40

The extent to which it:

a. is clearly written, organized, and provides appropriate details. It is recommended that sections be carefully labeled to ease reviewers' identification of information relevant to the evaluation criteria;

b. contains a current and comprehensive literature review that delineates gaps in existing literature and strongly supports the need for the study;

c. contains reference citations that are complete and written consistently with the most current version of the *Publication Manual of the American Psychological Association;*

d. describes the theoretical framework, research goals, and/or research questions in a way that is clear and logically connected;

e. outlines clear and specific research questions;

f. links the questions of interest to the CCDF program goals and mission, as well as will contribute new knowledge to the field;

g. reflects a sound description of the anticipated results and benefits of the project;

h. describes how the results will apply to current and/or future CCDF child care program and policy decisions.

RESEARCH DESIGN AND METHODOLOGY	Maximum Points:25

The extent to which the proposed project:

a. is clearly described, sufficient for addressing the goals of the project, and appropriately links research issues, questions, variables, data sources, samples, and analyses together;

b. demonstrates how the researcher will gain access to the necessary organizations, participants, and data sources needed for the project;

c. reflects adequate protection of human subjects, confidentiality of data and consent procedures, as appropriate;

d. specifies the measures and their psychometric properties to be used for the planned research, and demonstrates that the measures are appropriate and sufficient for the questions and the population to be studied;

e. contains a data analytic plan that is adequately described and is appropriate for the specific research question(s) under consideration, as well as for the types of data to be analyzed;

f. includes a proposed sample size that is sufficient to answer the range of proposed

research questions for the study, especially for longitudinal studies and studies involving a priori subgroups of interest.

DISSEMINATION, MANAGEMENT, AND COLLABORATIVE PARTNER PLANS	Maximum Points:15

The proposal should contain three (3) plans, which are described below. Each plan is worth a maximum of 5 points each, making this section worth a maximum total of 15 points.

A. Dissemination Plan. The extent to which it contains (maximum 5 points):

> 1. a description of how the applicant plans to communicate with program partners (e.g., HS Program Director, CCDF Administrator, or assigned state/local state administrators) in completion of the research project, including (at a minimum) review and interpretation of the project's findings and its implications for program administrators, policymakers, and/or early care and education settings;

> 2. a detailed plan for disseminating and translating, as appropriate, the proposed research to researchers, policymakers, program partners, and/or practitioners. This includes (at a minimum) attendance at conferences and meetings, completion of research brief(s), and archiving of research briefs, a final report, study data, and other research products on the Child Care and Early Education *Research Connections* website;

> 3. a dissemination plan that encompasses both research and policy/program oriented products;

> 4. plans for working with *Research Connections* to archive final products.

B. Management Plan. The extent to which it describes (maximum of 5 points):

> 1. a sound, workable plan illustrating how the project will be carried out, and how the applicant and faculty member will ensure a quality end product;

> 2. how the faculty member will mentor the applicant, including how often meetings between the mentor and applicant will occur;

> 3. a timeline for when key project milestones are expected to be met, including when the entire project is expected to be finished, as well as when findings will be disseminated to a wider audience.

C. Collaborative Partner Plan. The extent to which it explains the following (maximum of 5 points):

> 1. in detail, how/if the applicant has consulted or collaborated with CCDF agencies or administrators;

> 2. whether the project involves primary data collection or secondary data analyses, reflects sufficient consultation, collaboration, or partnership with program partners or policymakers to develop or refine the research questions and project design

> 3. how the applicant will maintain a productive relationship with the program partner(s) that may include continued involvement or periodic feedback as the

research progresses.

QUALIFICATIONS	Maximum Points:10

The proposal should illustrate that both the student and faculty member have the necessary qualifications to carry out the proposed project by demonstrating that:

a. both the faculty member and applicant possess the research expertise necessary to conduct the study as demonstrated in the application, as well as in information contained in their biographical sketches and/or curriculum vitae, including relevant background, experience, and training on related research or similar projects;

b. the Principal Investigator (faculty mentor) has earned a doctorate or equivalent in a relevant field and has first or second author publications in major peer-reviewed research journals.

BUDGET AND BUDGET JUSTIFICATION	Maximum Points:10

The extent to which the applicant's proposed project costs:

a. are reasonable and sufficient to accomplish the research objectives, design, and dissemination plan;

b. are appropriately allocated to accomplish the research objectives, design, and dissemination plan;

c. reflect expenses directly related to the student's dissertation research (which may include required personnel costs/salary, travel, and other directly related expenses);

d. include adequate funds for the student and (if necessary) for his/her mentor to participate in the required meetings in Washington, DC (two meetings each annually, per year of funding; see *Section I.B* and *Section IV.2*);

e. are justified according to the needs and time frame for carrying out the proposed project.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by

email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), https://www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

The competitive review will be conducted in the Washington, DC, metropolitan area by panels of federal and non-federal expert reviewers knowledgeable in the areas of child care policy and early education research and evaluation. Application review panels will assign a score to each application and identify its strengths and weaknesses in relation to the evaluation criteria.

It is unlikely that multiple applications with the same Principal Investigator (i.e., faculty mentor) will be funded if there are at least six applications from different faculty mentors/institutions that qualify for support.

OPRE will conduct an administrative review of the applications and results of the competitive review panels and make recommendations for funding to the Director of OPRE, taking into account the topical priorities of OCC as listed in *Section I.* The Director of OPRE is responsible for the final selection.

On the basis of the review of an application, ACF will: (a) approve the application for funding; (b) disapprove the application; or (c) approve the application but not fund it due to lack of funds or a need for further review.

Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the combination of projects that best meets the topical priorities of OCC as listed in *Section I*; (4) the funds available; and (5) the best interests of the federal government.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: http://www.acf.hhs.gov/administrative-and-national-policy-requirements.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

In accordance with section 4 of Executive Order Number 13230 titled "President's Advisory Commission on Educational Excellence for Hispanic Americans," grantees should provide data resulting from this project if so requested by the Commission or the staff of the White House Initiative on Educational Excellence for Hispanic Americans (66 FR 52841, October 17, 2001).

VII. HHS Awarding Agency Contact(s)

Program Office Contact
Ann Rivera
Administration for Children and Families
Child Care Research Scholars Grant Program
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031
Phone: 1-877-350-5913
Fax: (703) 934-3740
Email: ChildCareScholars@icfi.com

Office of Grants Management Contact
Bridget Shea Westfall
Administration for Children and Families

Child Care Research Scholars Grant Program

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Phone: (877) 350-5913

Fax: (703) 934-3740

Email: ChildCareScholars@icfi.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

Administration for Children and Families (ACF) http://www.acf.hhs.gov/.

ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through https://www. acf.hhs.gov/grants-forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.
For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/ web/ grants/ support/ technical-support/ accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.
The *Federal Register* https://www.federalregister.gov/.
United States Code (U.S.C.) http://uscode.house.gov/.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/ web/ grant s/ forms.html by using the link to "SF-424 Family." If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity.*	Proof of non-profit status should be submitted with the application package by the due date listed in

		the *Overview* and *Section IV.4. Submission Dates and Times.* If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Commitment of Non-Federal Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." These forms are **required** for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is also available at http:// www . grants. gov/ web/ grants/forms.html by using the link to "SF-424 Family."	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in *Section IV.2. Required Forms, Assurances and Certifications*.	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General

Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. Additional information and necessary forms are available at http://www.hhs.gov/ ohrp/ assurances/ forms/ index.html. For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is also available at http:// www . grants. gov/ web/ grants/forms.html by using the link to "SF-424 Family."	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov /web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be

	To register at SAM, go to http://www.sam.gov.	maintained throughout the application and project award period.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants.gov/ web / grants/ forms. html by using the link to "SF-424 Family."	Submission is due with the application package or prior to the award of a grant.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov /web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*

Table of Contents	Referenced in *Section IV.2. The Project Description* .	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Letter of Support from Faculty Mentor	Referenced in *Section IV.2* of the announcement	Submission due by application due date found in *Overview* and *Section IV.3*.
Curriculum Vitae or Biographical Sketch for Student and Faculty Mentor	Referenced in *Section IV.2* of the announcement	Submission due by application due date found in *Overview* and *Section IV.3.*
Official Transcript of Student Reflecting Graduate Courses and Status in the Doctoral Program	Referenced in *Section IV.2* of the announcement	Submission due by application due date found in *Overview* and *Section IV.3.*
Documentation of Approved Doctoral Dissertation	Referenced in *Section IV.2* of the announcement	Submission due by application due date found in Overview and Section IV.3.

| Letters of Support | Referenced in *Section IV.2. The Project Description*. | Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. |